Blundell's

FOUNDED 1604



CANDIDATE INFORMATION PACK

Marketing Assistant

Closing date: Sunday 13th December 2026

Please note that we will be reviewing applications during the advertising period and the role may therefore be filled prior to the closing date.










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10m by 10m.
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INTRODUCTION



At Blundell's, it is our desire to educate and nurture young people who have the confidence and desire to make a meaningful contribution to society. We are immensely fortunate to be situated in such an idyllic location and it is here, on our 100-acre campus, nestled in the Devon hills, that our pupils are inspired and supported by a team of teachers dedicated to their success and well-being.

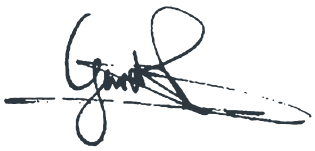
We strive to help our pupils to become good at learning. Some will become lawyers and doctors and engineers, some will do jobs that have yet to be thought of, but fundamentally, we are developing learners. We believe by helping pupils to develop the skills and the passion for learning, they will be able to apply that to any aspect of their lives, whether it is in their work, in their leisure and in their relationships. A life well lived is one in which we never stop learning.

At Blundell's we regularly refer to our aspiration of providing pupils with 'Roots and Wings': the roots that ensure our pupils remain grounded, with values that provide a foundation on which to build their lives, and wings of ambition and aspiration, the confidence to do something meaningful with their lives.

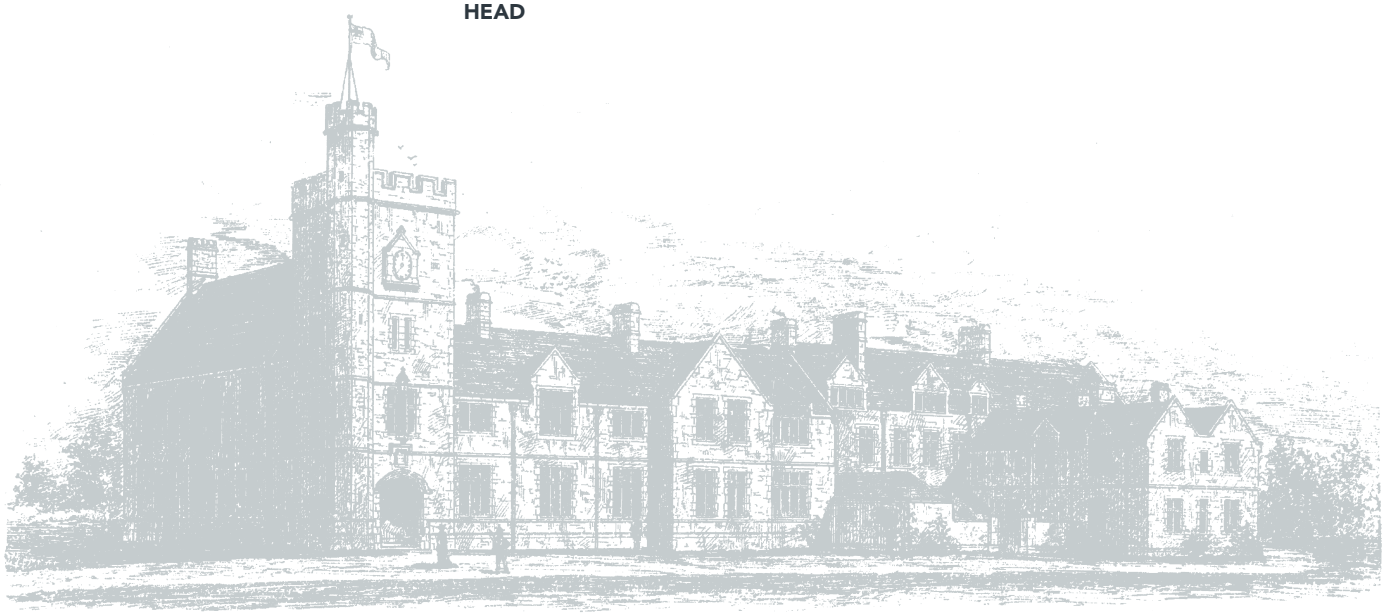
Blundell's has been around for over 400 years and we are proud of our history. Equally, we constantly strive to innovate to keep our pupils ahead in a fast-changing world.

This is a place where young people thrive and become ready to contribute to a world in need of men and women of character.

I hope you find this brochure helpful and thank you for your interest in working at Blundell's, it is a very special place.



Mr Gareth Pearson BEng (hons)
HEAD



Teaching at Blundell's

Blundell's is an exciting and dynamic place to work and we welcome applications from well qualified, enthusiastic candidates. We are a community who strive to develop our practice, and teacher improvement is at the heart of what we do. We have a team of dedicated staff who take a keen interest in making you a better teacher, whether you are just starting your career or are looking for the next step.

The philosophy of "Roots and Wings" flows through everything we do. It is our desire to instil a deep love of learning in pupils which will allow them to thrive; in their working lives, in their leisure and in their relationships. At the heart of supporting pupils to become effective learners is our desire to help pupils to know and understand themselves better, and we equip them with the empathy, compassion and optimism which enables them to make a meaningful difference in a wide range of settings. We embrace the opportunity to challenge ourselves mentally and physically and this is at the core of our communal lives. With our beautiful setting in the heart of Devon, our pupils and staff are inspired to test themselves and to strive to live their lives to the full

Blundell's has a reputation for the collegiality of its staff and the positivity and friendliness of its pupils. The outstanding characteristic of Blundellians is their positive 'can-do' attitude. The main finding of our most recent Independent Schools Inspectorate report was that the quality of our pupils' academic and other achievements is "excellent", and the quality of our pupils' personal development is also "excellent". It also noted that *"Pupils throughout the school demonstrate strong development of self-confidence and self-awareness, at levels appropriate to or, for many, beyond their age. Pupils showed their justifiable pride in their own and in others' achievements, without appearing in the least arrogant or excessively competitive."*

Our staff have a range of diverse backgrounds, many having lived and worked overseas, and bring life experience alongside their teaching skills; we have staff who have been army officers, university admission tutors, engineers, diplomats and lawyers before becoming teachers. We role model life-long learning and we are a "school within a school", with our outstanding teachers always looking to learn and improve. Indeed, we are well known for improving staff as a school, and are a regional training centre for ISTIP; the independent schools training institute.

Our inspirational teachers focus not only on learning, but also on the process of learning, both in and out of the classroom. As a result, we consistently rank among the top schools in the country for value-added data, and regularly achieve national success in academics, sport, music, and drama. We are committed to our ambition to be more thoughtful in understanding our pupils, and more innovative in developing their potential, than any other school in the country.

Devonians are known for their warmth, and this is reflected in the strength of the relationships we see within the school. This is fostered by the Boarding Houses, central to the lives of our pupils. We are grateful for our safe, secure campus, set on the edge of the market town of Tiverton, surrounded by gentle hills and green space.

As a school we believe that people are defined by their values, and the embedding of a strong set of values is what underpins our boarding ethos, and our Boarding House system. Each member of academic staff acts as a Tutor for a small group of tutees within a House. Tutors are an important element of the pastoral system at Blundell's, and perform a key role in enabling us to achieve our core pastoral objective of knowing each pupil individually, and as an individual.

At Blundell's we recognise the talents of each pupil, and believe that each pupil should have the opportunity to develop these talents in whatever field they enjoy. The importance of pupil wellbeing, and of a healthy, balanced lifestyle, is paramount to us at Blundell's. Taking part in music, drama, sport, outdoor pursuits, activities and clubs might lead to a lifelong passion, but may equally simply act as a source of fun and enjoyment with school friends. Blundell's has an enormously rich and vibrant Co–Curricular programme that nurtures those with real talent, alongside those who simply want to try new things.





The Blundell's Difference

At the heart of the School's rigorous academic ethos is the key principle that all pupils must engage fully in their own learning and the learning of their peers and that, when they do this, anything is possible. We expect our pupils to work together, to share ideas, to produce group work, and to challenge and support each other. As a result, classrooms are lively places. Blundell's is proudly a non-selective school, but our most academically able pupils achieve as well at Blundell's as at any highly selective academic school in the country. Alongside our Oxbridge places, our pupils consistently win the South-West rounds in academic competitions, progressing in recent years to national finals in Maths, Physics and Chemistry challenges. We feel that our value-added sets us apart in our academic results; on average each of our pupils achieves half a grade more per GCSE than the average for pupils of their ability in Independent Schools in the UK. They then build on this with a further increase of .85 of a grade in each of their A-Levels.

In addition to offering a wonderful classroom experience, there is no doubt that Blundell's rich co-curricular offering, greatly enhances the school experience of staff and pupils alike. Staff and pupils at Blundell's interact in a wide variety of differing environments and these interactions help to promote strong, positive relationships which, in turn, create a happy and collaborative work environment. Put simply, staff and pupils at Blundell's get on well together, and enjoy each other's company, whether that be in the classroom, on the sports field, in the Boarding Houses, or indeed anywhere across the school. Pupils want to learn, and to improve, and the staff enjoy supporting them in their endeavours. This leads to a sense of community, and of togetherness, which means that the teaching experience is happy, positive and enjoyable.



The academic staff body at Blundell's, known as the Common Room, is widely known for its friendly, welcoming nature, and many current staff will cite this collegiality as one of the most pleasurable aspects of life at Blundell's. The Common Room is a collaborative, supportive environment, and one in which new staff are warmly welcomed and integrated. In addition, we are lucky to have a team of friendly, talented support staff who ensure that the school's provision is first-class, from the quality of the food to the preparation of our grounds and gardens, and everything in between. Members of Common Room spend time together over coffee at break, or while enjoying our extraordinary food in the Dining Hall, and the warmth of relationships between colleagues is something of which the school is very proud, and keen to retain. There is a popular staff bar, with a range of alcoholic and non-alcoholic drinks, and we are well-known for the high quality of our welcome when we host staff and sports coaches from other schools, especially on Saturday afternoons for sports fixtures. This friendliness and warmth is a source of great pride, and something we are confident all staff will feel from their very first visit.

When asked to sum up the best thing about working at Blundell's, current staff say:

"I am allowed to be myself and given the freedom and support to structure my department for the best outcomes of students. I gain enormous personal pleasure working alongside the students and building such strong and lasting relationships with them. I love making a difference every day, it keeps me young, makes me laugh, and keeps me in touch with what is really important."

"The community spirit across the whole school, staff, pupils, parents. Having been able to develop my own ideas, with support and encouragement from others, to create a job I love".

"The pupils that we produce and how they leave the school and move into the world as adults. Blundellians are always happy to chat to you and catch up and I remain proud of the young people who leave the school. I also love the support and camaraderie amongst the common room as a whole"








Working at Blundell's

Salary and Benefits

From the day your employment starts with us, you will not only be working in the beautiful Devon countryside, you will be part of a supportive community where you will have access to a number of benefits.

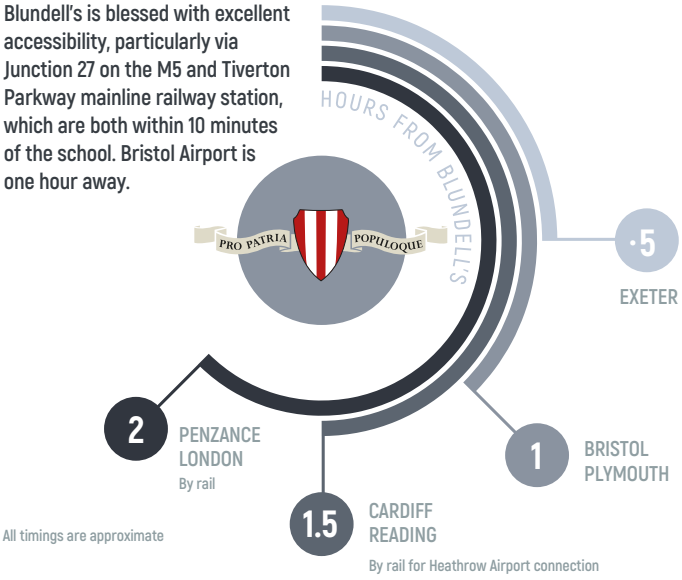
In addition to a competitive pay scale, benefits include:

- Enrolment into a competitive pension scheme
- Access to cycle to work salary sacrifice scheme
- Use of our excellent gym, sports facilities and swimming pool
- Free meals during term time
- Free parking
- Access to a market leading Employee Assistance Programme
- Extensive induction programme
- Focus on CPD and access to training as required
- Access to various social activities throughout the year

Location

Devon is one of the most popular holiday destinations in the UK as well as being a fantastic place to live and work. Blundell's is situated on the edge of the market town of Tiverton within easy reach of many stunning villages, towns and cities, both the North and South Devon coasts, and the wild beauty of Dartmoor. The general ambience of Blundell's is enhanced by the tranquillity of the surrounding rolling Devon countryside and the school's historic buildings.

Blundell's is blessed with excellent accessibility, particularly via Junction 27 on the M5 and Tiverton Parkway mainline railway station, which are both within 10 minutes of the school. Bristol Airport is one hour away.





AROUND US

THERE ARE MANY STUNNING LOCATIONS, RURAL, MOORLAND AND LITTORAL, AND BEAUTIFUL CITIES AND TOWNS WITHIN EASY REACH OF BLUNDELL'S.



TIVERTON

5 minutes' walk from Blundell's

The increasingly popular market town is a thriving local community, with the amenities of a much larger town.



EXETER

30 minutes from Blundell's

The vibrant and exciting cathedral city of Exeter with its wide range of designer shops, including John Lewis, theatres and restaurants is easily accessible by car, train or bus.



EXMOOR

30 minutes from Blundell's

The beautiful moorland area, popularised by Old Blundellian RD Blackmore in Lorna Doone, is ideal for many outdoor activities including CCF and Duke of Edinburgh expeditions.



TAUNTON

30 minutes from Blundell's

The County town and home to the Somerset County Cricket Ground where Blundell's has its own 25 seat hospitality box.



EXE ESTUARY

30 minutes from Blundell's

Blundellians use various locations on the estuary for activities such as sailing and kayaking, and this is also a popular location for Geography and Biology Field Trips.



JURASSIC COAST

60 minutes from Blundell's

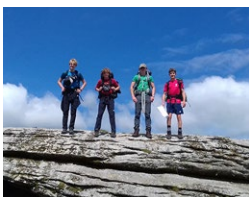
The world famous coastline is England's only natural UNESCO World Heritage site and offers a host of wonderful opportunities for field trips, particularly in Geography, Geology and Biology.



WOOLACOMBE

60 minutes from Blundell's

The spectacular N Devon beach boasts wonderful surfing conditions and provides the Blundell's pupils the opportunity to learn to surf or just enjoy a great day out by the seaside.



DARTMOOR

60 minutes from Blundell's

The wild and wonderful moorland is used extensively by the Blundell's CCF, Duke of Edinburgh participants and 10 Tors teams for hiking and camping.



BATH

1hr 40 minutes from Blundell's

The world famous Regency city sees classical visits to the Roman Baths and occasional Sunday shopping trips.

WORKING AT BLUNDELL'S
JOB DESCRIPTION AND PERSON SPECIFICATION

Blundell's
FOUNDED 1604

Job Title:	Marketing Assistant
Department:	Marketing & Admissions
Report to:	Director of Marketing & Admissions
Date:	January 2022

ROLE

To assist the Director of Marketing & Admissions in all aspects of their job, supporting the delivery of the Strategic Marketing & Admissions Plan. The role requires a wide range of general marketing skills, such as content management of websites, creating video and photographic content, managing digital video and image libraries, creating and managing content for digital and hard copy publications, social media, event management, Press and publicity. Working with other departments across the Senior and Prep School in the sharing and updating of relevant information and in the promotion of all aspects of the school internally and externally.

SUMMARY OF DUTIES

- Assist with the gathering, creation and editing of news stories for publication on the School website, social media and printed material.
- Manage the creation, coordination and content for digital newsletters.
- Copywriting and proof reading of all marketing materials for use in online and offline media.
- Create video and photographic content.
- Manage and maintain the upkeep of the School's photo and video libraries.
- Assist with the planning and running of school events, including photography and creating relevant news and content from the events.
- Assist with the implementation and development of the School's Social Media Strategy.
- Liaise, as appropriate, with staff and departments to ensure consistency of quality and branding of external communications.
- Provide general administrative support to the Marketing & Admissions team.
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
- Any other duties as reasonably directed by Director of Marketing & Admissions.

PERSON SPECIFICATION

Essential Qualifications and Experience

- Marketing, Social Media or content creation experience or qualification.
- Excellent verbal and written communication skills, strong IT skills and a familiarity with marketing applications of social media.
- Ability to build strong working relationships at all levels.
- An ability to work under own initiative both independently and as part of a team.
- Good time management with the ability to work under pressure and prioritise as necessary.

Desirable

- Experience or an understanding of working in schools, preferably in the independent sector.
- Knowledge of Canva, Hubspot or similar CRM system.
- Ability to update websites using a back office system.
- Experience of editing phone videos for use on social media.

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.



Application Process

Please complete this **Application Form** and this **Equal Opportunities Monitoring Form** then submit it with your CV and covering letter to recruitment@blundells.org Please note that only fully completed application forms will be considered in the shortlisting process.

Blundell's promotes equal opportunity for all staff and pupils and is committed to its culture of diversity and inclusion. We encourage applications from candidates of a wide range of backgrounds. Appointments will be made on merit.

Due to the number of applications we receive, we are only able to provide feedback to those invited to interview.

Further information on recruitment can be found in the following documents:

Recruitment Policy
Click here to download our Recruitment Policy

Recruitment Privacy Notice
Click here to download our Recruitment Privacy Notice

For any questions or further information please contact: recruitment@blundells.org

Safeguarding and Child Protection

Blundell's is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and an enhanced check with the Disclosure and Barring Service. Background checks on your online digital presence will also be carried out. All staff are required to provide evidence of identity, entitlement to work in the UK and of any qualifications required for the job.

Senior School Safeguarding Policy:
Click here to download the Senior School Safeguarding Policy



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